

ANNEX H

Guidelines for Planning a Reception

A military host will often have junior officers appointed to plan and/or assist during a reception. The following checklist may be helpful.

1. Primary Planning

- Determine who will host the function.
- Will there be a guest of honor?
- Select a convenient date and time for the function.
- Coordinate availability of guest of honor (if there is one).
- Determine the location.
- Select appropriate attire.

2. Guests

- Prepare a guest list.
- Mail invitation 3-5 weeks in advance (include a map if using an unfamiliar location).
- Keep a working list of acceptances and regrets.
- Will any of the guests require special attention (handicapped persons, dignitaries to be met, etc.).

3. Location – if using a club or caterer

- Select an appropriate menu.
- Ensure an adequate number of bars and tenders.
- Ensure non-alcoholic beverages are available.
- Coat/hat check available.
- Name tags at check-in table, if desired.
- A podium and microphone, if needed.
- Lighting at appropriate level.
- Parking facilities available.

4. Miscellaneous

- Decorations as appropriate (flowers, flags, etc.).
- Music, at appropriate sound level.
- Photographers, properly briefed beforehand.
- Receiving Line
 - Inform members of order beforehand.
 - Place a carpet runner in desired location of the line.
 - Have a table near by for the ladies' purses and members' beverages.
- Special events – will there be speeches, or presentations?
- Aides. Often it is helpful to have junior officers and spouses aid in manning check-in tables, directing guests, etc.